

CHAPTER 8 - OUTPUT DOCUMENTATION - PLACARDS AND HARDCOPY LISTINGS

A. GENERAL

1. The purpose of this chapter is to outline the various hardcopy listings that are generated by system transactions and transitioned to the IDMS report format. The hardcopy listings are mailed monthly. This chapter also lists the placards that are generated by the system. The title, basis, and function of each are provided. Attachment 1, this chapter, provides weekly and monthly cycle dates.

NOTE: The system currently provides over 600 on-line reports. The on-line reports are not listed in this chapter. On-line reports are listed in chapter 4, this instruction.

2. Hardcopy listings are provided by the system on a monthly basis.
3. Placards are generated based on DRMO input.

MONTHLY OUTPUT

	Descriptive Text Paragraph No.
Rpt of Excess/Surplus Material at Disposal Activities	<i>B1</i>
HM/HW Management Information Report	<i>B2</i>

OUTPUT PLACARDS

Resolution B Inventory Placard	C3
Sales Placard	C1
DEMIL Certification Placard	C2
Abandonment and Destruction Placard	C4
Downgrade Placard	C5

B. MONTHLY OUTPUT DOCUMENTATION - LISTINGS

1. Report of Excess/Surplus Material at Disposal Activities - DD Form 1143 Report of Surplus and Excess Material at Disposal Activities. Currently this report is being provided in hardcopy and is also provided on-line through the automated system. For reporting purposes, the on-line copy will be used. The hardcopy will be discontinued and is not to be used for reporting purposes. The description, the content, and the method of certification for the on-line copy of the DD Form 1143 Report are contained in supplement 4, this instruction. Certification is required by the DRMO Chief 5 workdays after the report is generated. Report corrections to DRMS-C at (DSN) 661-7207 within 5 workdays after the report is generated. Retention of the hardcopy is at the discretion of the DRMO Chief.

2. The HM/HW Management Information Report. This report provides data on hazardous material and hazardous waste receipts and dispositions. The number of line items received is broken out by "in place" and physical custody. Dispositions are broken out by the number of line items reutilized, transferred, donated, sold, disposed of by service contract (ultimate disposal) and other (foreign military sales, reversals and adjustments). The report is issued monthly by DRMO with roll-ups by former regions and DRMS.

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C. OUTPUT PLACARDS

1. Sales Placard

a. When property reaches ARD plus 7 days, the system outputs one set of placards. These placards are sequenced by DRMO Site and Storage Location Code. Within the Site and Storage Location Codes, the placards are sequenced by DTID. Sales placards are not generated for the following types of material:

- (1) Scrap.
- (2) Term sales.
- (3) Retail sales.
- (4) Items requiring DEMIL.
- (5) Items held for reclamation.

b. Receipt of the Sales Placard at the DRMO notifies the DRMO that an item has entered sales status. Normally the DRMO will enter the sales referral information on the sales placard received from the system and update the accountable record. This placard may also be used when downgrading property to scrap.

2. DEMIL Certification Placard.

a. When items requiring demilitarization have reached or passed the ESD plus one cycle, a DEMIL Certification placard is produced.

b. Receipt of a DEMIL Certification Placard enables the DRMO to use the placard for a sales referral or to prepare a downgrade transaction.

3. Resolution B Inventory Placard.

a. This placard is generated when an item has been in the inventory for 9 months. It will be output in site location/DTID number sequence in the cycle when the item first qualifies to be on the Resolution B Listing.

b. These placards are provided to the DRMOs to aid in conducting the required physical inventory for Resolution B items. Attach the annotated placard to the DTID.

4. Abandonment and Destruction Placard. This placard is provided for those items that have been assigned a Record Status Code of **S** the preceding day.

5. Downgrade Placard. This placard is provided for those items that have been assigned a Downgrade Justification Code the preceding day.